

UNITED STATES BANKRUPTCY COURT
Middle District of Alabama

**Guidelines for Filing Matrices
(Master Mailing Lists)**

April 4, 2000

CHAPTER 7

DISKETTES

In chapter 7 cases, the matrix must be submitted on a diskette and not on paper. This is the required method for filing chapter 7 matrices, and insures the most accurate noticing of creditors. The software used to create matrices must be capable of saving the master mailing list on a diskette in ASCII format. You will be supplied with a new diskette each time you submit a matrix on a diskette.

- \$ We will only accept 3.5" high density MS DOS formatted diskettes.
- \$ Include only one case on each diskette. Please include the debtor's name on the diskette label.
- \$ Margins should be 1" minimum
- \$ Fonts should be a Roman font, no smaller than 12 point
- \$ When you are finished with the file, use your software (Word Perfect, Word, etc.) to save the file to the diskette in a generic ASCII format.

NOTE: Please do not include the name and address of the debtor's attorney or of the case trustee on the matrix (Chapter 7 cases only).

CHAPTERS 11,12,13

PAPER:

- \$ Paper should be 8 1/2" by 11 " white bond
- \$ Margins should be 1" minimum

- \$ Fonts should be a Roman font, no smaller than 12 point
 - \$ The list should be typed not handwritten
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GENERAL REQUIREMENTS FOR ALL MATRICES

\$ ADDRESS

-The debtor(s) and creditors' name should be typed in ALL CAPS.

EXAMPLE: JOHN DOE
000001 Scenic Drive
Montgomery, AL 36104

- Each address may be up to 4 lines NO more.
- Use the official United States Post Office abbreviations.
- Omit account numbers from addresses

\$ COLUMNS

- two (2) columns each page
- each address should start at a fixed margin per column
- do not overlap text between columns
- alphabetize down each column, where possible

\$ SUPPLEMENTAL MATRIX

When an addition of five or more creditors is made to the mailing list, the entire mailing list shall not be filed. A supplemental mailing list (clearly marked Asupplemental matrix®) containing only the newly added creditors shall be filed. This would apply to amendments.